

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ILLINOIS

CHECKLIST FOR ATTORNEYS USING THE ELECTRONIC FILING SYSTEM

PREPARING THE DOCUMENT - Please make sure

- The document is filed using the Court's approved list of docketing events.
- The document has an electronic signature ("s/ Attorney's Typed Name")
- Personal identifiers such as Social Security Numbers are not included in the document
- Any memorandum supporting or opposing a motion is filed as a separate document
- The document is not restricted, sealed, or ex parte

CREATING THE PDF DOCUMENT - Please make sure

- If the document has been created using a word processing application, it has been converted to PDF format instead of printed and scanned to create the PDF
- Each PDF file is not more than 2MB in size
- The PDF file is formatted properly and is legible with no missing pages. All pages are in order and right side up.
- Any proposed order is a separate PDF file as an attachment to the main document

ELECTRONICALLY FILING THE DOCUMENT - Please make sure

- The name of the attorney logged into ECF matches the attorney's name on the electronic signature line
- The correct case number is entered and the court heading is verified as correct.
- The most accurate or appropriate event is chosen to describe the document from the menus provided
- If asked to create an association between the attorney and party, do so whenever appropriate, NOTE: "Lead" is optional, never remove the check from the "Notice" box.
- If filing a notice of appearance, a separate notice of appearance is filed for each attorney, using each attorney's personal ECF login and password
- If filing a multi-part motion, all the appropriate reliefs are selected
- The notice of motion is filed after the motion is filed
- A certificate of service accompanies the document
- Exhibits/Notice of filing/Certificate of service and other attachments, other than the memorandum, are filed as attachments to the main document with a description. It is acceptable to combine groups of exhibits in one PDF as long as the resulting file is not more than 2MB.
- When filing a motion for leave to file a document, the subject document is to be filed as an electronic attachment to the motion - not as a separate entry
- To use the optional text box, when given the opportunity and if it is appropriate to do so, to further describe your pleading
- If the optional text box is used, that the information added is descriptive, matches the title of the document and is not a separate entry
- If filing a notice of change of address, to also go to the Utilities menu to make the necessary updates on the 'Maintain Your Account' screen(s)
- That you do not "spread text" if the option displays.

Note: The General Order on Electronic Case Filing, E-Filing Frequently Asked Questions, a PDF version of the Attorney User Guide for CM/ECF Filing, and Training Videos are available on our web page, at www.ilnd.uscourts.gov.